**Subway Application Instructions**

You are to fill out the Subway Application in its entirety. Below I have provide you with some information to assist you in the process. Complete the application in full and do not skip a section as it will discount you from the position

Below are instructions to assist you in completing the application.

**1.) What type of position are you seeking?**

- Part Time (looking for 20 hrs a week)

* Date Available to start work: Today’s Date
* You chose your availability - Make sure it adds up to at least 20 hours.

**2.) Previous Employers - Only 1**

Taco Johns - Cashier

Suite 800, 250 SE Destination Dr, Grimes, IA 50111

**Phone:** (515) 986-2260

Supervisor - Jerry Johnson

Date Started: June 1, 2017 - September 17th, 2017

Starting Wage: $8.00/hr

Ending Wage: $8.50/hr

Reason for Leaving: **Come up with an effective reason why you left the position.** The real reason you left is that you didn’t get along with the people that work there.

**3.) References**

Write in 2 of your references. But, when you interview, include your 3 references write up.

**4.) Complete all 5 questions on the back side of the page.**

**5.)** Do not forget to sign and date the document.

**6.)** Complete all sections of the application.

| **1** | **2** | **3** |
| --- | --- | --- |
| The student completes or partially completes the instruction. There are a number of errors, spelling and grammar, and the writing is not legible. | The student completes the instruction. But, they struggle with neatness, lacks order and contains errors in regards to spelling and grammar. | The student completes the instruction completely and accurately. It is neat, orderly, and contains no spelling or grammatical errors. |